

**Department of State – Embassy of the United States, Ankara, Turkey**

**Notice of Funding Opportunity**

<b>Program Office:</b>	Public Affairs Section, U.S. Embassy, Ankara
<b>Funding Opportunity Title:</b>	Civil Society Grant Opportunity
<b>Announcement Type:</b>	Grant
<b>Deadline for Applications:</b>	August 20, 2015 (11:59 p.m. U.S. Eastern time)
<b>CFDA Number:</b>	19.040 - Public Diplomacy Programs for EUR

**IMPORTANT NOTE**

**All application materials must be submitted electronically through Applications.usembassyankara@gmail.com.** Applications materials submitted via other means such as mail or fax will **not** be accepted.

**In order to be eligible to receive an award, organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet and a valid registration on [www.SAM.gov](http://www.SAM.gov). Both are a multi-step process that requires successful registration with DUNS, NCAGE and SAM. Please begin the registration process immediately to ensure that the process is completed in advance of receiving a grant.** The entire registration process can require **up to four weeks** for the registration to be validated and confirmed. See *Section D: Submission Requirements* for further details.

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## **A. FUNDING OPPORTUNITY DESCRIPTION**

The U.S. Embassy Ankara Public Affairs Section (PAS) of the U.S. Department of State is pleased to announce funding is available through the Embassy's Public Diplomacy Grants program. The Embassy invites all eligible organizations (see Section C for Eligibility Requirements) to submit a proposal for a Grant to support Public Diplomacy Grants for the following category:

**Countering Violent Extremism Grants:** Projects that counter violent extremism to foster regional stability in support of the priorities of the Public Affairs Section (PAS) of the U.S. Embassy's in Ankara, with a budget ceiling of \$75,000, project duration of one to two years, implemented in any area of Turkey.

Applications may be submitted at any time for consideration before the closing date of this annual program statement on August 20, 2015. Proposals should respond to one or more of the three sub-categories. Specific programming guidelines and requirements are distinct, and are outlined in the background section below.

**Due to the volume of applicants and inquiries, PAS does not accept letters of intent, concept papers, or requests for meetings or phone calls prior to application.**

### **Background**

#### **Countering Violent Extremism Grants**

The Public Affairs Section (PAS) of the U.S. Embassy in Ankara invites proposals for projects that focus on one of the priority areas specified below. Applicants should pay close attention to these priorities, the Public Affairs Section's goals, and its target audiences when developing proposals. The average proposal should be \$25,000 per year, with an official cap of no more than \$75,000. Projects should take place for one to two years, and may be implemented in any area of Turkey.

More information about the Public Affairs Section can be found at [http://turkey.usembassy.gov/public\\_affairs.html](http://turkey.usembassy.gov/public_affairs.html)

#### **Community Engagement Grants**

The Public Affairs Section (PAS), U.S. Embassy Ankara invites all eligible organizations to submit a proposal for activities focused on countering violent extremism (CVE). Through one of the activity areas specified below, proposals should: conduct research or studies to better understand whether, where, and how violent extremist groups operate and/or recruit in Turkey; counter the narratives of extremist groups that incite violence; increase CVE capacity within communities with an emphasis on religious leaders and women; and/or provide positive alternatives to those at risk of recruitment into violent extremism. The average proposal should be \$25,000 per year, with an official cap of no more than \$75,000. Projects should take place over one to two years, and may be

implemented in any area of Turkey. Applicants should pay close attention to these priorities, The Public Affairs Section (PAS)'s goals, and target audiences when developing their proposals

The Public Affairs Section (PAS) supports the following CVE goals:

- Research and study to better understand the nature of violent extremism in Turkey, including messaging and recruitment;
- Programs that promote positive narratives and tolerant perspectives as well as directly counter violent extremist messaging; that counter violent extremism through education, critical thinking and structured dialogue; that enhance and amplify community-based resiliency efforts focused on women and youth.
- Strengthen local institutions, organizations, and small communities to build self-sustaining capacity to implement long-term CVE interventions.

Our objective is to promote a comprehensive approach to address violent extremist challenges in Turkey and the unique contributions that communities and civil society can make to this effort.

**Grant Priority Areas:** Proposals may address different areas; however, they should focus on activities in one of the following three areas. Proposals should specify which grant priority area the activities will support. Some grant priority areas specify the issues or a range of issues that will be considered.

1. **Research and Analysis:** Conduct research and analysis on violent extremism in Turkey, including: whether, how, and where radicalization messaging and recruitment occurs; what are the drivers of radicalization in Turkey; what means, including online and social media tools, are used to engage in radicalization efforts; what populations are particularly vulnerable to such radicalization efforts; what resources are available to local communities to counter such radicalization efforts; and/or what means of counter such radicalization are most likely to be effective.
2. **Counter Narrative:** Using credible voices to offer positive, tolerant messages in reactive and proactive circumstances. Proposals focusing on counter narrative can do so through; people-to-people engagements with leaders of influence, including community and youth; TV, radio, online, and social media projects; or other strategic communications means of reaching vulnerable populations and delegitimizing violent extremist ideology.
3. **Capacity Building:** Proposals will be accepted for programs that support CVE capacity building for individuals or organizations involved in peace-building or anti-extremist efforts. Proposals should strengthen the role, while preserving the independence, of civil society, in particular youth and women, in countering and preventing violent extremism. Possible activities could include:

- Amplifying the role of women in building secure, tolerant families and communities.
  - Critical thinking, vocational skill development, and peace-building education programs to help build resilience against extremist rhetoric and recruiting.
  - Developing the role of credible religious voices that support tolerance and non-violence and more broadly promoting educational initiatives.
  - Developing the capacity of local institutions and the availability of online resources that can be used to counter extremist rhetoric and recruitment.
4. **Preventative Outreach:** Positive alternatives can be suggested via education-based programs to those at risk of recruitment into violent extremism: Programs should work with schools and communities in order to engage young people in educational activities that provide exposure to moderate viewpoints and help eliminate bias. Proposals could include activities that; bring together youth from different communities; establish tolerance and peace-building practices via in-school and/or after-school programs; develop practical skills and or supplementary education among particularly vulnerable communities; or build exposure to positive role models.

**The following additional guidelines also apply:**

Every proposal must:

1. Focus on the key audiences specified in the areas (i.e., women, youth, others), as well as note key geographic regions and other indicators of vulnerable populations.
2. Clearly delineate how elements of their program will have a multiplier effect and be sustainable beyond the life of the grant;
3. Identify specific outcomes to be achieved by the end of the grant period; and
4. Provide a plan for program outcomes, including social media outreach and monitoring where applicable.

All applicants must demonstrate competency to manage all financial and oversight aspects of the project, including participant costs and transparent arrangements of sub-grant relationships with partner organizations, if applicable.

The Public Affairs Section does not support development or humanitarian aid projects, or projects focused on specific social issues or the hard sciences (i.e. agricultural projects, construction projects, maternal health, or engineering studies). Any applications submitted on these themes will not be considered.

Public diplomacy programming includes communications with international audiences, cultural programming, academic grants, educational exchanges (including science/STEM education), and international visitor programs. All proposals should include a traditional and/or social media plan for marketing or advertising program activities and outcomes.

This funding opportunity does not support the purchasing or renting of new space or buildings in support of program activities.

**Activities that are not funded include, but are not limited to:**

- social welfare projects or projects that focus solely on specific social issues;
- development projects;
- construction projects;
- individual travel to conferences;
- scholarships to support educational opportunities or study for individuals\*;
- paying to complete activities begun with other funds;
- financial support for fundraising or fund development projects;
- projects that are inherently political in nature or that contain the appearance of partisanship/support to an individual or single party in electoral campaigns;
- political party and lobbying activities; and,
- projects that support specific religious activities.

\*Individuals interested in educational exchange or study opportunities in the United States should visit the U.S. Embassy Ankara, Public Affairs Section website at: [http://turkey.usembassy.gov/public\\_affairs.html](http://turkey.usembassy.gov/public_affairs.html) for more information on available programs.

## **B. FEDERAL AWARD INFORMATION**

### **Countering Violent Extremism Grants**

**Funding Instrument Type:** Grant

**Individual Award Amounts:** The average proposal should be \$25,000 per year, with an official cap of no more than \$75,000.

**Duration of Award:** Programs should be between 1 year and 2 years in length.

Public Affairs Section (PAS) of the U.S. Embassy Ankara reserves the right to award less or more than the amount of funds described in the absence of worthy applications or under such other circumstances as they may deem to be in the best interest of the U.S. government.

**Project and Budget Periods:** Grant projects generally must be completed no more than two years. PAS will entertain applications for continuation grants funded under these awards, beyond the initial budget period, on a noncompetitive basis, subject to availability of funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. Department of State.

## **C. ELIGIBILITY INFORMATION**

Submissions are encouraged from **Turkish** registered not-for-profit, civil society/non-governmental organizations, and educational institutions with at least two years of programming experience. This experience should be documented in the organization's proposal. A copy of the organization's registration should be provided with the proposal application. **Turkey-based organizations should submit a copy of their certificate of registration from the appropriate government organization.**

### **Other Eligibility Requirements**

Applicants are only allowed to submit one proposal per organization. If more than one proposal is submitted from an organization for the same category, all proposals from that institution will be considered ineligible for funding.

In order to be eligible to receive an award, organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet and a valid registration on [www.SAM.gov](http://www.SAM.gov). Please see Section D for information on how to obtain these registrations.

Previous federal award recipients who are not/were not in compliance with the terms of their financial and program reporting requirements are ineligible to apply. It is the applicant's responsibility to ensure they are in compliance with all applicable terms, conditions, and Office of Management and Budget guidance and requirements. Those organizations found to be in non-compliance may be found ineligible for funding or designated high risk if selected for funding.

## **D. APPLICATION AND SUBMISSION INFORMATION**

### **Application Deadline**

Applications may be submitted for consideration before the closing date of this opportunity, however, all submission must be received by **August 20, 2015 at 11:59 p.m.** U.S. Eastern Daylight Time.

This deadline is firm and is not a rolling deadline. If organizations fail to meet the deadline noted above, their application will not be considered for funding and will be considered ineligible.

### **Submission Requirements**

**All application materials must be submitted electronically through [Applications.usembassyankara@gmail.com](mailto:Applications.usembassyankara@gmail.com)** Applications materials submitted via other means such as mail and fax will **not** be accepted.

**In order to be eligible to receive an award, organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet and a valid registration on [www.SAM.gov](http://www.SAM.gov). Both are a multi-step process that requires successful registration with DUNS, NCAGE and SAM. Please begin the registration process immediately to ensure that the process is completed in advance of receiving a grant.** The entire registration process can require up to **four weeks** for the registration to be validated and confirmed.

- Thorough instructions on the application process are available at <https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf> (for the DUNS number application, NCAGE number application, and registration with SAM) and at

Organizations must obtain the following:

- DUNS number
- NCAGE code
- SAM registration, and
- AOR (Authorized Organization Representative) registration on [www.grants.gov](http://www.grants.gov)

### **Step 1:**

Apply for a DUNS number and an NCAGE number (these can be completed simultaneously)

#### **Step 1a:**

DUNS application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet, if your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting

<http://fedgov.dnb.com/webform/displayHomePage.do;jsessionid=81407B1F03F2BDB123DD47D19158B75F>.

<http://fedgov.dnb.com/webform>

#### **Step 1b:**

NCAGE application: Application page here (but need to click magnifying glass and then scroll down to click new registration)

<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

Instructions for the NCAGE application process:

<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>

For help from within the U.S., call 1-888-227-2423

For help from outside the U.S., call 1-269-961-7766

Email [NCAGE@dlis.dla.mil](mailto:NCAGE@dlis.dla.mil) for any problems in getting an NCAGE code. After receiving the NCAGE Code, proceed to register in SAM by logging onto: <https://www.sam.gov/>

### **Step 2:**

Once DUNS and NCAGE are obtained, continue to SAM registration

[www.SAM.gov](http://www.SAM.gov)

### **Step 3:**

Organizations must maintain an active SAM registration ([www.SAM.gov](http://www.SAM.gov)) with current information at all times during which they have an active Federal award or an application under consideration by a Federal awarding agency.

Given the volume of applications, please note that review may take up to 90 days, and we are unable to individually confirm receipt of proposals. Applications are accepted in English only, and final grant agreements will be concluded in English. **Budgets shall be submitted in U.S. dollars** and final grant agreements will be conducted in U.S. dollars.



## Technical Requirements

### Address to Request Application Package

If you require special accommodation to access any information contained in this announcement, please contact [Applications.usembassyankara@gmail.com](mailto:Applications.usembassyankara@gmail.com)

**Please follow all instructions below carefully.** Proposals that do not meet the requirements of this announcement or failure to furnish or comply with the stated requirements will be ineligible.

### Content and Form of Application Submission

Please ensure:

1. The proposal clearly addresses the goals and objectives of this funding opportunity.
2. Project implementation starts no earlier than October 1, 2015.
3. All documents are in English
4. All budgets are in U.S. dollars
5. All pages are numbered
6. All documents are formatted to 8 ½ x 11 paper, and
7. All Microsoft Word documents are single-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins.

When submitting a proposal, applicants are required to include the following documents and information, as applicable:

### Section 1– Organization Information

**A. Applicant Pre-Award Survey:** Applicants must submit the Pre-Award Survey (Attachment 1).

**B. A copy of the organization’s registration** should be provided with the proposal application. Turkey-based organizations should submit a copy of their certificate of registration from the appropriate government organization.

### Section 2 – Technical Proposal

**A. Proposal:** Applicants must submit a complete proposal. You may use your own proposal format. The proposal shall not exceed 15 pages. All proposals should address the following areas:

- a. Executive Summary (no more than 2 paragraphs)
- b. Organizational Description and Capacity
- c. Past Grants (U.S. Embassy and other sources)
- d. Project Justification/Needs Statement
- e. Project Goals, Objectives and Activities
- f. Implementation Timeline
- g. Monitoring and Evaluation Plan
- h. Strengths and Innovation
- i. Sustainability

### Section 3 – Budget

**A. Budget and Budget Detail:** Applicants must submit a detailed budget and budget narrative justification utilizing the template provided (Attachment 2). Line item expenditures should be listed in the greatest possible detail. Personnel salaries should define the percentage of time each position will allocate to the project and the rate of pay.

### Section 4 – Key Personnel and Project Partners

**A. Key Personnel** – A résumé, not to exceed 1 page in length, must be included for the proposed key staff persons, such as the Project Director. If an individual for this type of position has not been identified, the applicant may submit a 1-page position description, identifying the qualifications and skills required for that position, in lieu of a résumé.

**B. Project Partners** – letters of support should be included for this project, local partnerships, or for sub-awardees or other partners. The letters must identify the type of relationship to be entered into (formal or informal), the roles and responsibilities of each partner in relation to the proposed project activities, and the expected result of the partnership. The individual letters cannot exceed 1 page in length.

### Section 5 – SF-424

**A. Standard Forms 424** - Application for Federal Assistance and 424B - Assurances for Non-construction Programs (2 separate forms), which are available, along with guidance for completing these forms, at

1. [Attachment 1 - Applicant Pre-Award Survey](#)
2. [Attachment 2 – Budget and Budget Narrative Template](#)
3. [SF424](#)
4. [SF424-B](#)

#### Please note:

1. Other items **NOT** required/requested for submission, but which *may* be requested if your application is approved for funding include:
  - a. Copies of an organization or program audit within the last two (2) years
  - b. Copies of relevant human resources, financial, or procurement policies
  - c. Copies of other relevant organizational policies or documentation that would help the Department determine your organization's capacity to manage a federal grant award overseas.
2. The Embassy reserves the right to request any additional programmatic and/or financial information regarding the proposal.

### E. REVIEW AND SELECTION PROCESS

Each technically eligible application submitted under this announcement will be evaluated and rated on the basis of the criteria detailed below. The criteria are designed to assess the quality of the proposed project, and to determine the likelihood of its success. The criteria are closely related and are considered as a whole in judging the overall quality of an application.

Applications will be reviewed on the basis of their fullness, coherence, clarity, and attention to detail.

Past performance on grants awarded by the U.S. Department of State, other United States government or international donor agencies may also be considered. The proposal submitted by your organization should comply with the requirements of the OMB Circulars relevant to your organization and the activities of your proposal.

PAS reviews all proposals for eligibility. Eligible proposals will be subject to compliance of Federal and Public Diplomacy regulations and guidelines and may also be reviewed by the Office of the Legal Adviser or by other Department elements. Final technical authority for assistance awards resides with the Department's Grants Division.

Proposals will be approved based on an evaluation of how the proposal meets the solicitation review criteria, U.S. foreign policy objectives, and the priority needs of the Public Affairs Section. A Grants Review Committee will evaluate all eligible proposals. Review criteria will include:

**1. Project Justification/Needs Statement** – This section should identify the importance and relevance of the applicant's proposal to the broader U.S. Public Diplomacy policy objectives as well as relevance to the priorities as described in this solicitation. A compelling statement that shows an in-depth understanding of the environment in Turkey, specific factors creating/influencing the need for the proposed project, and U.S. interest in funding the proposed project will be given great consideration by the review panel.

**2. Goals, Objectives & Activities** – The project is likely to provide maximum impact in achieving the proposed results and the organization. The project addresses one or more of the U.S. Consulates' Public Affairs Section priorities outlined previously. Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state reasons for taking the proposed approach rather than alternatives.

**3. Budget and Budget Justification** – The budget and narrative justification are detailed, reasonable in relation to the proposed activities and anticipated results, and the budget is realistic.

**4. Monitoring and Evaluation** - Applicant demonstrates it is able to measure program success against key indicators and provide milestones to indicate progress toward Public Affairs Section goals. Projects should demonstrate the capacity for engaging in outcome-based evaluations and identify proscribed outputs and outcomes to measure how program activities will achieve the program's strategic objectives. The Monitoring and Evaluation (M&E) Plan should include output- and outcome-based indicators, baseline and target for each indicator, disaggregation if applicable, monitoring and evaluation tools, data source, and frequency of monitoring and evaluation.

For applications to **Countering Violent Extremism Grants**, some illustrative indicators may include but are not limited to the following:

**Research activities**

- Description of report(s) to be produced
- Increased understanding of key questions on violent extremism in Turkey
- Increased public awareness of the nature of violent extremism in Turkey

**Counter Narrative activities**

- Number of activities under grant
- Number of people-to-people engagements with leaders of influence (disaggregate by religious, community, youth, and women leaders, province)
- Number of participants (disaggregate by community, youth, gender) from targeted groups
- Number of TV, radio, online, and social media projects (disaggregate by medium, province)
- Increased tolerance for different worldviews demonstrated by participants (from baseline to end line)

**Capacity Building activities**

- Number of local research and information sharing projects completed exploring the drivers of violent extremism in all of its forms and on how to counter them
- Number of activities that empower women in building secure, tolerant families and communities (disaggregate by province, topic)
- Increased critical thinking and peace-building education demonstrated by participants (from baseline to end line)
- Increased capacity of religious leaders and community leaders that support tolerance and non-violence and more broadly promoting educational initiatives (from baseline to end line)

**Preventative Outreach activities**

- Number of participants from targeted groups that receive outreach activities (disaggregate by community, youth, gender)
- Number of education-based programs to those at risk of recruitment into violent extremism (disaggregate by province, school (madrasas, public, private), community)
- Number of tolerance- and peace-building practices via in-school and/or after-school programs;
- Number of participants attending role models activities (disaggregate gender, age, province)
- Increased capacity of participants for tolerance and non-violence (from baseline to end line)

- Increased critical thinking demonstrated by participants (from baseline to end line)

**5. Organizational Description, Capacity, and Key Personnel** – The organization has expertise in one or more of U.S. Embassy Ankara, Public Affairs Section priorities and demonstrates the ability to perform the proposed activities. Where partners are described, the applicant details each partner’s respective role and provides curriculum vitae (CVs) for persons responsible for the project and financial administration. Each key person responsible for the proposed project and its financial administration is listed and a CV for these persons is provided.

**6. Strengths and Innovation** – Applicant clearly describes how its proposal will address the requested program within the proposed time frame and articulates an innovative strategy or plan. Describe any unusual features of the project, such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

**7. Sustainability** - Proposals should clearly delineate how elements of their program will have a multiplier effect and be sustainable beyond the life of the grant. A good multiplier effect may include but is not limited to, plans to build lasting networks for direct and indirect beneficiaries, follow-on training and mentoring, and continued use of project deliverables. A strong sustainability plan may include demonstrating capacity-building results or garnering other donor support after Embassy funding ceases.

## **F. FEDERAL AWARD ADMINISTRATION INFORMATION**

**Federal Award Notices** As described in Section E above, the successful applicant will be notified via email that its proposal has been selected to move forward in the review process; this email IS NOT an authorization to begin performance. The notice of Federal award signed by the grants officer (or equivalent) is the authorizing document. It shall be written, signed, awarded, and administered by the Grants Officer. The Grants Officer is the Government Official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants and cooperative agreements. The assistance award agreement is the authorizing document and it will be provided to the Recipient through email transmission. The recipient may only incur obligations against the award beginning on the start date outlined in the DS-1909 award document that has been signed by the Grants Officer. Organizations whose applications will not be funded will also be notified via email. Please refer to the anticipated time to award information in Section E.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received. The U.S. government also reserves the right to make an award in excess of the award ceiling.

**Terms and Conditions:** Recipients will be held to the applicable terms and conditions found at <https://www.statebuy.state.gov/fa/Pages/TermsandConditions.aspx>.

It is the Recipient's responsibility to ensure they are in compliance with all applicable terms, conditions, and OMB guidance and requirements. Those organizations found to be in non-compliance may be found ineligible for funding or designated high risk.

## **2 CFR 200 Uniform Administrative Requirements, Costs Principles, and Audit**

**Requirements for Federal Awards:** All applicants must adhere to the regulations found in [2 CFR 200 Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards](#).

**Branding Requirements:** As a condition of receipt of a grant award, all materials produced pursuant to the award, including training materials, materials for recipients or materials to communicate or promote with foreign audiences a program, event, project, or some other activity under an agreement, including but not limited to invitations to events, press materials, and backdrops, podium signs, etc. must be marked appropriately with the standard, rectangular U.S. flag in a size and prominence equal to (or greater than) any other logo or identity. **Note:** Exceptions to the branding requirement are allowable under certain conditions. If an applicant is notified that their award has been chosen for funding, the Grants Officer will determine, in consultation with the applicant, if an exception is applicable.

**Evaluation:** In line with the Department of State's Evaluation Policy, the U.S. Embassy Ankara Public Affairs Section may include this award in its program evaluation efforts. When applicable and feasible, the Recipient shall cooperate with the Grants Officer (GO) and Grants Officer Representative (GOR) requests to contribute data on specific performance measures and indicators; consider GO and GOR input on design and methodology of Recipient-led evaluation efforts; provide any evaluation reports produced under the award to the GO and GOR for review; incorporate the project into any third-party evaluations that PAS may initiate.

## **Reporting Requirements**

Recipients are required to submit quarterly (calendar year) program progress and financial reports throughout the project period. Progress and financial reports are due 30 days after the reporting period. Final certified programmatic and financial reports are due 90 days after the close of the project period.

First Quarter (October 1 – December 31): Report due by January 30

Second Quarter (January 1 – March 30): Report due by April 30

Third Quarter (April 1 – June 30): Report due by July 30

Fourth Quarter (July 1 – September 31): Report due by October 30

All reports are to be submitted electronically.

Awardees that are deemed to be high risk may be required to submit more extensive and frequent reports until their high risk designation has been removed.

The Awardee must also provide the Embassy on an annual basis an inventory of all the U.S. government provided equipment using the SF428 form.

## **Administrative and National Policy Requirements Guidelines for Application Components -- Office of Management and Budget (OMB) Circulars**

Starting from December 26, 2014, OMB Uniform Guidance: Cost Principles, Audit, and Administrative Requirements for Federal Awards (2 CFR Chapter I, Chapter II, Part 200, et al.) will take effect. All applicants should be familiar with the Uniform Guidance and be aware that all awards made on or after December 26, 2014 will be made with terms and conditions subject to the Uniform Guidance. Applications that are submitted before December 26, 2014 for Federal awards to be made on or after December 26, 2014 should be developed in accordance with the Uniform Guidance. For a copy of the Uniform Guidance, please contact Government Publications or download from <http://www.gpo.gov/fdsys/pkg/FR-2013-12-26/pdf/2013-30465.pdf>

## **G. FEDERAL AWARDING AGENCY CONTACTS**

Questions regarding the administrative and programmatic aspects of this funding opportunity may be directed to [Applications.usembassyankara@gmail.com](mailto:Applications.usembassyankara@gmail.com) until July 26, 2015.

## **H. OTHER INFORMATION**

### **Disclaimers**

The Federal government is not obligated to make any Federal award as a result of the announcement. Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received. The U.S. government also reserves the right to make an award in excess of the award ceiling.

If a proposal is funded, the Department of State has no obligation to provide any additional future funding in connection with the award. Renewal of an award to increase funding or extend the period of performance is at the total discretion of the Department of State.

This NOFO is subject to funds availability. Awards may be granted only if appropriated funds are allocated to the United States Embassy in Ankara by Department of State central budget authorities.

### **Travel to Turkey**

The Embassy reiterates its advice to all U.S. citizens to take measures for their safety and security at all times. These measures include maintaining good situational awareness, avoiding crowds, and keeping a low profile. Applicants must be able to operate independently of the U.S. government and have the ability to provide security and secure housing and transport for U.S. exchange participants in Turkey. Security needs may be included in the proposal budget.

Implementing partners will be working closely with Embassy or Consulate General American officers while in Turkey and these officers will offer timely coordination on all in-country travel. Given the location of a project or partner institution, it may be more feasible to house U.S. participants in a major city and bring local participants to the same location for in-country programming.

U.S. citizens who travel to Turkey are encouraged to enroll with the Embassy in Ankara or the Consulates General in Istanbul or Adana. This enrollment can be completed online through the Department of State's Smart Traveler Enrollment Program (STEP) available on the State Department website. Enrollment enables citizens to obtain updated information on travel and security within Turkey via the emergency alert system.

The Embassy recommends you review U.S. Department of State security guidance available on <http://travel.state.gov>.

### **Copyrights and Proprietary Information**

If any of the information contained in your application is proprietary, please note in the footer of the appropriate pages that the information is Confidential – Proprietary. Applicants should also note what parts of the application, program, concept, etc. are covered by copyright(s), trademark(s), or any other intellectual property rights and provide copies of the relevant documentation to support these copyrights.